

**HEADQUARTERS**  
**Department of the Army**  
**Washington, DC 20310-2500**  
**1 May 1991**

**\*National Guard Regulation (AR) 37-104-3**

**Financial Administration**

**MILITARY PAY AND ALLOWANCES--ARMY NATIONAL GUARD**

---

**Summary**

This is a revision of NGR 37-104-3, 10 March 1987, as changed. It establishes Army National Guard (ARNG) military pay and allowance procedures and policies. Policies related to inactive duty training (IDT), active duty special work (ADSW) and active duty for training (ADT) and full-time National Guard duty (FTNGD) have been clarified. Requirements for authorized mailing addresses for entitlement checks, policies for casual pay, and emergency pay procedures for IDT have been added. Pass and leave policies while performing annual training (AT), ADSW and FTNGD have been revised.

**Applicability**

This regulation applies to the Army National Guard and active component finance and accounting offices processing pay claims of ARNG soldiers. It does not apply to mobilization.

**Impact on New Manning System**

This regulation does not contain information that affects the New Manning system.

**Internal control systems**

This regulation is subject to the requirements of AR 11-2. Internal control procedures and checklists for

conducting internal control reviews are contained in the functional procedures directives, NG Pamphlets (AR) 37-104-3 and 37-104-10.

**Supplementation**

Supplementation of this regulation at the State or local command level is not permitted without prior written approval of the Chief, National Guard Bureau. Requests for authority, with draft of proposed supplement, will be forwarded to NGB-ARC-J.

**Interim changes**

Interim changes to this regulation are not official unless they are authenticated by the executive, NGB. Users will destroy an interim change on its expiration date unless it is sooner superseded or rescinded.

**Suggested Improvements**

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-ARC-J, Dept. 210, DFAS-IN, Indianapolis, IN 46249-1701.

---

**Content (Listed by paragraph number)**

**Chapter 1**

<b>General</b>	<b>Para</b>		<b>Para</b>
Purpose	1-1	Dual pay status	1-11
Policy and definitions	1-2	Declaration of benefits received and waivers.	1-12
Responsibilities	1-3	Basic allowance for quarters	1-13
Privacy Act of 1974	1-4	Waiver of claims for erroneous payments of military pay and allowances	1-14
Forms	1-5	Finance support	1-15
Organizational and individual training.	1-6	Advance pay.	1-16
Creditable service for basic pay	1-7	Casual pay.	1-17
Pay pending permanent Federal recognition.	1-8	Evidence of performance required - ADAPS payrolls.	1-18
Federal oath required.	1-9		
Enlisted soldiers held in service awaiting trial or results of trial by court-martial, pending line of duty determinations, or to make good time lost	1-10		

---

\*This regulation supersedes NGR 37-104-3, 20 February 1987, including all changes.

Payments for military duty.	Para 1-19
SURE-PAY.	1-20

**Chapter 2****Inactive Duty Training**

Inactive duty training status and pay.	2-1
Training pay category (TPC) "X" or "P" personnel	2-2
Split unit training assemblies.	2-3

**Chapter 3****Annual Training**

Annual training pay.	3-1
Computation of pay and allowances.	3-2
Muster prior to payment.	3-3
Payrolls.	3-4
Method of payment.	3-5
Delivery of pay checks.	3-6
Payrolls for detachments.	3-7

**Chapter 4****Active Duty, Other than Annual Training**

Pay and allowances	4-1
Travel time	4-2
Orders.	4-3
Temporary duty.	4-4
Personal financial records folder.	4-5
Active duty pay and allowances in special circumstances.	4-6
Payment for AD other than AT	4-7
Leave and pass policy.	4-8

**Chapter 5****Active Guard And Reserve Pay Policy**

Method of payment	5-1
Processing pay entitlement	5-2
Leave	5-3
IDT split unit training.	5-4
Issuance of TDY orders for AT and periods of travel from home station.	5-5

**Chapter 6****Incapacitation Pay Due To Injury Or Disease In Line of Duty**

Entitlement.	6-1
Determination of entitlement to IDT pay and allowances after termination of the training period.	6-2
Pay status while on hospital leave.	6-3
Outpatient care.	6-4
Continuation pay for IADT/IET trainees.	6-5
Travel.	6-6
Method of payment after termination of training period.	6-7
Certification of incapacitation for military duty and/or loss of civilian occupation income.	6-8

Preparation of vouchers.	Para 6-9
When submitted to Chief, National Guard Bureau.	6-10
Payments authorized and copies furnished to the National Guard Bureau.	6-11
Serviceman's Group Life Insurance Collections	6-12

**Chapter 7****Collections and Stoppages**

General.	7-1
Charges for lost, damaged, or destroyed property.	7-2
Liquidation of debts by installment.	7-3
Administrative detention of earned pay entitlements.	7-4

**Chapter 8****Settlement of****Accounts of Deceased Soldiers**

General	8-1
Submission of claim.	8-2
Claim for reimbursement for travel performed.	8-3
Death gratuity.	8-4
Serviceman's Group Life Insurance notification.	8-5
Transmittal of final deceased payroll	8-6

**Chapter 9****Nonprior Service Trainees On Initial Active Duty Training/Initial Entry Training - Federal Status**

Nonprior service trainees.	9-1
Retention beyond termination date of training duty orders	9-2
Medical care required after return to State control	9-3

**Chapter 10****Miscellaneous Procedures and Collections**

Payment of officer's initial and AD Uniform allowances.	10-1
Uniform maintenance allowance.	10-2
Disability severance pay.	10-3
Payments or collections from accounts of soldiers transferred.	10-4
Federal and State Income and FICA withholding.	10-5

## Chapter 1 General

### 1-1. Purpose

This regulation prescribes:

**a. National Guard Bureau (NGB) policy, guidance and administrative procedures relative to Federal pay and allowances authorized soldiers of the Army National Guard (ARNG) for all active and inactive duty, other than extended active duty, performed under Titles 10 or 32, U.S.C., as prescribed by National Guard regulations or as otherwise directed by the Chief, National Guard Bureau (CNGB); continuation pay and allowances for injury or disease; and the settlement of accounts of deceased soldiers.**

**b. Required coordination for the State military personnel management office (MILPO) and support personnel management office (SPMO) relating to Federal military pay and allowances for ARNG soldiers.**

### 1-2. Policy and definitions

**a. Pay policy.** This regulation, together with NGRs (AR) 680-1, 600-11, and supporting user manuals and NG pamphlets, will be used by the ARNG and active component servicing finance and accounting offices (FAO) processing pay claims of ARNG soldiers. This regulation and supporting NGB regulations, pamphlets and users manuals, when used in conjunction with the Department of Defense Military Pay and Allowance Entitlements Manual (DODPM), prescribes military pay and allowance entitlements policy and technical processing procedures for all ARNG soldiers paid through the Reserve components Joint Uniform Military Pay System (JUMPS-RC), the ARNG Active Duty Automated Pay System (ADAPS), and manual payroll procedures.

**b. Applicability.** Unless otherwise specified herein, only the references in subparagraph a apply to processing pay and allowances for ARNG soldiers, other than those on extended active duty. These directives supersede all other references or instructions that may be in conflict with the provisions contained in these references.

**c. Travel Claims.** Except as modified by this regulation, the Joint Federal Travel Regulation (JFTR) (Vol 1), AR 37-106, and the standard travel system user manuals contain policy, guidance and procedures for issuing travel authorizations and processing travel and transportation reimbursement claims for ARNG soldiers.

### **d. Definitions.**

**(1) Active duty (AD).** AD as used in this Regulation means all annual training (AT), active duty special work (ADSW), active duty for training (ADT), all types of full-time National Guard duty (FTNGD), (formerly full-time training duty (FTTD)) performed under authority of Titles 10 or 32, U.S.C. in either a paid or non-paid status.

**(2) Officer.** Officer as used in this Regulation applies to commissioned and warrant officers in grade W-1 through O-8.

**(3) Commissioned officer.** Commissioned officer as used in this Regulation means all commissioned officers in grades O-1 through O-8. It does not include warrant officers, whether commissioned or not.

**(4) Warrant officer** as used in this Regulation means all warrant officers, whether commissioned or not.

**(5) The title "State Adjutant General".** The title State Adjutant General as used in this regulation means the designated commanding officer regardless of title such as Commanding General or Chief of Staff.

**(6) State.** State as used in this regulation includes all States, commonwealths, the District of Columbia, the Commonwealth of Puerto Rico, the territories of Guam, the U.S. Virgin Islands, and other U.S. territories for which the Congress may subsequently authorize a National Guard.

**(7) The United States Property and Fiscal Officer (USPFO).** The USPFO is the officer designated by the U.S. Government as the person responsible for all Federal property and funds allocated to the State.

### 1-3. Responsibilities

**a. Commanders.** Commanders are responsible for the pay administration of soldiers. Commanders should use this regulation and other published guidance to ensure that soldiers are paid accurately, on time, and that all amounts paid are legal and proper.

### **b. Units.** Units will:

**(1)** Maintain the SIDPERS data base in accordance with NG Pams 600-8-1 and 600-8-3. Submit personnel changes with appropriate substantiating documentation to the MILPO for updating SIDPERS.

**(2)** Accurate and timely completion and submission of performance data, pay adjustments, and pay-unique actions to the MPS or SPMO in accordance with this Regulation and applicable references shown in para 1-2a.

**(3)** Maintain the personal financial record (PFR) for all soldiers assigned, or attached to the unit for pay.

**(4)** Ensure prompt distribution of LESSs, MPVs and TD Forms W-2 to the soldier.

- (5) Respond to individual soldier inquiries.

**c. USPFO.** The USPFO will:

(1) Control, edit and determine the propriety of all pay transactions for soldiers within the ARNG of the State.

(2) Submit pay entitlement data to DFAS-IN or the servicing FAO, as appropriate.

(3) Reconcile JUMPS-RC RCMPF update rejected data and advisory messages.

(4) Respond to inquiries from units and individual soldiers.

(5) Maintain substantiating document files for pay-unique items and SIDPERS pay-related personnel transactions, unless the MILPO has elected to maintain these as outlined in NGR 600-11.

**d. USPFO data processing activity (DPA).**

The USPFO DPA is responsible for using standard NGB programs to:

(1) Convert personnel actions (accessions, separations, and changes) to pay actions.

(2) Edit, prepare output listings, create pre-computed payrolls, and other items as required or requested.

**e. State MILPO.** The MILPO is responsible for:

(1) Assuring that all changes to the NGB Standard Installation/ Division Personnel Reporting System (SIDPERS) data base are received in a timely manner and edited against the source document for correctness before acceptance for input to update SIDPERS. The MILPO will produce a SIDPERS update for MPS at least weekly as prescribed by NG Pamphlets 600-8-1 and 600-8-3.

(2) Select one of the options regarding substantiating documents as prescribed by NGR 600-11.

**f. The State Incentive manager (IM).** The IM works within the MILPO and is responsible for verifying all Selected Reserve Incentive Program (SRIP) entitlements. The IM will certify all requests for SRIP payments and forward them to the MPS by an IM transmittal letter (TL).

**g. State SPMO.** The SPMO is responsible for managing and supporting the full-time staffing in the State. This office manages the leave and pay accounts for AGR soldiers performing duty under the control of the State Adjutant General.

**h. The Chief, National Guard Bureau (CNGB).** The CNGB will:

(1) Develop and maintain management controls and procedures for efficient use of financial resources.

(2) Evaluate management reports and pay service provided ARNG personnel to identify areas that require command attention.

(3) Establish ARNG policy on pay matters and furnish new or improved field procedures for use by States and ARNG units.

(4) Develop, design, program, test, and implement system changes and enhancements to field financial management operating systems to maximize utilization of current State-level computer capacity.

(5) Provide organizational and procedural guidance through supervision, training, and technical assistance to the USPFOs.

(6) Establish and issue quality assurance criteria and perform quality assistance visits to the States in consonance with the Army Quality Assurance Program (AR 11-37).

(7) Plan and develop enhancements for all aspects of ARNG pay systems and procedures.

(8) Interpret regulatory or statutory guidance as it affects the ARNG, respond to pay related inquiries from the States and agencies outside NGB, and evaluate suggestions that pertain to ARNG pay procedures.

(9) Coordinate management activities related to ARNG pay matters with the U.S. Army major commands (e.g., Forces Command (FORSCOM), Training and Doctrine Command (TRADOC), DFAS, and the Army staff.

**i. Defense Finance and Accounting Service (DFAS)(for functions formerly a part of the responsibilities of the Deputy Assistant Secretary of Army for Finance and Accounting (DASA-FA)).** This activity is the assigned responsible agency (ARA) for JUMPS-RC and JUMPS-AA. It is responsible for establishing and implementing finance (pay, travel, accounting, and systems) policy, entitlements and procedures within the DOD; it is the functional proponent (FP) and proponent agency (PA) for JUMPS-RC, JUMPS-AA, and standard service micro systems (e.g., travel, commercial accounts).

**j. Defense Finance and Accounting Service - Indianapolis Center (DFAS-IN) (formerly U.S. Army Finance and Accounting Center (USAFAC)).** DFAS-IN will maintain the JUMPS-RC and JUMPS-AA accounts for all ARNG soldiers (including AGR) and furnish accounting, management, and budgetary data to NGB. DFAS-IN also issues all payments for IDT and AGR duty to include SRIP payments, monthly Leave and Earnings Statements (LES), and annual TD Forms W-2 for each active and reserve pay account. AGR soldiers should receive two LESs: one from JUMPS-RC for the inactive IDT account and one from JUMPS-AA for AGR duty.

**k. Active component servicing finance and accounting office (FAO).** The servicing FAO will issue checks for payment of AT, AD and travel and submit payment data to DFAS-IN to update the soldier's tax data on the Reserve Component Master Tax File (RCMTF). The servicing FAO maintains the pay and leave accounts for all AGR soldiers on duty under the control of the State Adjutant General.

#### **1-4. Privacy Act of 1974**

The Privacy Act (PA) of 1974 is applicable to JUMPS-RC, JUMPS-AA, the manual pay procedures of the ARNG, including ADAPS, and the establishment and maintenance of the PFR in the ARNG. Forms used in these procedures that are governed by the PA are the responsibility of the proponent listed on each form. Where the proponent has prescribed an applicable PA statement to be made, whether a part of the basic form or a companion form, that statement must be used as prescribed below. Companion PA forms must be locally reproduced as required. The below listed procedures will be followed when a form covered by the PA is used in any pay system of the ARNG.

**a.** A local reproduction of the PA statement or the statement incorporated into the basic form that pertains to the PA will be shown to the soldier. When the forms are separate, a copy of the basic form will be shown the soldier with the privacy statement. This PA statement will be explained to the soldier fully and any questions answered. A copy of the actual privacy statement need not be given to the soldier unless it is requested. A request for a copy of a PA statement will be honored in all instances.

**b.** After the procedures in a above have been accomplished, the basic form will be completed and placed in the appropriate file or record. PA statements are not to be filed with or attached to the basic form unless the statement has been made an integral, nonremovable part of the form itself.

**c.** Whenever a form subject to the PA is re-executed, the appropriate companion statement will be used as prescribed in a or b above.

#### **1-5. Forms**

Numbered DD, DA and NGB forms referenced in this regulation and supporting NGB regulations, pamphlets and users manuals must be used where specified. Locally devised versions will not be developed or utilized as substitutes. Locally devised overprints preprinting or adding desired data or responses on these forms may be utilized when authorized by the State Adjutant General. Forms appearing in this publication that do not have a number assigned are

recommended formats only. Development and use of locally devised versions are authorized.

#### **1-6. Organizational and individual training**

Payments to ARNG soldiers must be supported by competent orders, training schedules, or training authorities issued in accordance with specific or general instructions to the State Adjutant General from the CNGB. Pay related actions must be substantiated by documentation on file.

#### **1-7. Creditable service for basic pay**

**a. General.** A soldier's basic pay varies with the pay grade and years of creditable service. The MILPO is responsible for computing creditable service in accordance with part one, chapter 1, DODPM.

##### **b. Substantiation.**

**(1) Officers.** The pay entry basic date (PEBD) as shown in the current official ARNG Register will be used. If the date shown in the register is not in agreement with available records in the military personnel records jacket (MPRJ) or other documents in possession of the officer, the unit will prepare DA Form 1506 (Statement of Service - for Computation of Length of Service). The completed form will be forwarded through the State Adjutant General to the ARNG Personnel Center, 4501 Ford Avenue, Alexandria, VA 22302-1450. If the soldier is not shown in the register, the PEBD will be constructed from available records in the MPRJ or the officer's possession. The date will then be verified with the next published register to ensure agreement. If the PEBD entered in SIDPERS is not in agreement with that shown in the latest published register, DA Form 1506 will be prepared as above. Upon return of the verified DA Form 1506, the correct date will be re-computed by the MILPO and appropriate changes entered into SIDPERS.

**(2) Enlisted personnel.** Unit commanders or organization personnel officers will verify the years of service for enlisted personnel by examining the soldiers enlistment records (DD Form 4 and DA Form 1966) at the unit and/or State MILPO before an entry is made in SIDPERS. Files maintained in accordance with NGR 600-11 are sufficient to establish an official audit trail.

**c. Commissioned officers in special pay grades.** Commissioned officers in grades 01, 02, or 03 claiming entitlement to base pay with over 4 years active enlisted and/or warrant officer service, or any combination thereof, will have such service verified from DD Form(s) 214, NGB Forms 22, and other available official records. If service cannot be verified from available records, DA Form 1506 will be submitted through the State Adjutant General to the

ARNG Personnel Center for verification. Upon receipt of validated DA Form 1506, entitlement for any additional pay due may be input to adjust the soldier's pay account. The over four years active duty computation will include all service (paid or non-paid) in any AD status (e.g., AT, ADSW, ADT, FTNGD).

**d. Total Federal officer service (TFOS).** TFOS is used to determine the aviation career incentive pay rate for those rated commissioned officers with more than 18 years officer service, and computation of the 22 or 25 year termination date of flight incentive pay for those who have passed 18 years. TFOS is a date recorded in each rated officer's military pay record used to determine the actions stated above. When a rated officer has a break in military service the TFOS date must be adjusted at the same time the PEBD is recomputed. This is required to reflect the correct amount of time actually served as an officer and entitlement to flight incentive pay. (Note: The aviation service entry date (ASED) is NOT adjusted for breaks in service.)

#### **1-8. Pay pending permanent Federal recognition**

**a. Temporary Federal recognition of officers.** Temporary Federal recognition (32 U.S.C. 308) granted in accordance with NGR 600-100 or NGR 600-101 will entitle an officer to pay in the appropriate grade for all duty performed from the effective date of recognition until withdrawal by the CNGB. Temporary Federal recognition cannot support the payment of officer uniform allowances. No uniform allowance will be paid an officer until permanent Federal recognition has been received. Withdrawal of temporary Federal recognition can occur because of failure to qualify for permanent Federal recognition or expiration of the 6-month period of temporary Federal recognition permitted by law. In the event evidence of permanent Federal recognition has not been received, payment of any entitlements claimed for training periods subsequent to termination of the 6-month period will be held in abeyance pending a clarification of the officer's status.

#### **b. Appointments from the U.S. Army Reserve (USAR).**

(1) Officers appointed in a State ARNG from the USAR (except Retired Reserve) in the same grade and branch (MOS for warrant officers) do not require Federal recognition board action; they do require permanent Federal recognition from the C, NGB. According to 37 U.S.C. 201, 204, and 206, a properly executed appointment in the State ARNG, and a Federal status as a Reserve of the Army is a prerequisite for receiving Federal pay. If the officer has a USAR Reserve of the Army status in the State-

appointed grade, the officer is entitled to receive all earned Federal pay entitlements based on the USAR Federal status beginning with the date of the ARNG State appointment.

(2) Officers appointed in a State ARNG from the USAR (except Retired Reserve) in a different grade and/or branch (MOS for warrant officers) require Federal recognition board action prior to appointment. This Federal recognition board can extend qualified individuals temporary Federal recognition in the new grade and/or branch (MOS for warrant officers), which is sufficient to entitle them to receive all earned pay entitlements, except uniform allowances, beginning with the effective date of the temporary Federal recognition.

(3) An officer appointed in a State ARNG from the Retired Reserve or from the Retired List of the Army or another Armed Force may not receive any earned Federal pay or allowances until permanent Federal recognition is received.

**c. Appointments from the ARNG of another State not requiring Federal recognition board action.** There is no requirement to suspend or administratively withhold earned pay entitlements of an officer appointed from the ARNG of another State. Pending receipt of an order from the C, NGB extending permanent Federal recognition to the officer in the new State, payment of all earned pay entitlements may be made based on the Federal recognition granted the officer in the losing State.

**d. Promotions.** Officers who are promoted will not be paid in the higher grade until permanent Federal recognition is received. When permanent Federal recognition is received, the unit forwards the required SIDPERS promotion transaction. The effective date of promotion for ARNG officers is the effective date shown in the Federal recognition order regardless of the actual date of the order. In accordance with table 8-2-1, DODPM, pay in the higher grade is computed from the effective date and not the date of the order.

#### **1-9. Federal oath required**

A military pay account will not be established nor a military pay voucher (MPV) prepared for an ARNG soldier unless he/she has previously subscribed to the oath prescribed by 32 U.S.C. 312 (officers) or 32 U.S.C. 304 (enlisted soldiers). In the case of officers extended temporary Federal recognition, military pay accounts will not be established nor MPVs prepared unless they shall have previously subscribed to the oath for temporary Federal recognition of ARNG personnel as prescribed by NGRs 600-100 and 600-101.

**1-10. Enlisted soldiers held in service awaiting trial or results of trial by courts-martial, pending line of duty determinations, or to make good time lost**

**a. Requirements.** There is no provision in Federal law requiring enlisted soldiers of the ARNG to be retained past their expiration of term of service (ETS) to make good time lost by reason of absence without leave (AWOL). However, if State law requires such retention, an enlisted soldier may be held beyond the period of enlistment. NGR 600-200 requires that enlisted personnel not be discharged while awaiting a trial or the results of trial by court-martial, or until a pending line of duty determination is completed. The NGB Form 22 (Report of Separation and Record of Service) prepared for these soldiers at separation will contain one of the following notations in the remarks section: "Retained days to make good time lost in accordance with the laws of (State's name)"; "Retained ...days awaiting trial (or results of trial) by court-martial in accordance with NGR 600-200"; or "Retained...days pending completion of line of duty determination."

**b. Pay authorized for military duty during extended enlistment.** When a soldier's enlistment is involuntarily extended for a reason outlined above, the soldier is entitled to pay for any duty performed during such extended enlistment.

**1-11. Dual pay status**

**a. Enlisted soldiers.** NGR 600-200, chapter 2, prohibits the ARNG enlistment/reenlistment of applicants for retirement or persons permanently retired by reason of physical disability, age or completion of active duty service qualifying for retirement, except combat wounded personnel (see above reference). This prohibition is NOT applicable to Reservists who are members of the Retired Reserve and who are NOT receiving retired, retirement or retainer pay.

**b. Warrant officers.** NGR 600-101, chapter 2, prohibits the ARNG appointment as a warrant officer of any person on a retired or retainer pay list of any of the uniformed services, including the U.S. Coast Guard, Public Health Service, or the Environmental Science Services Administration.

**c. Commissioned officers.** NGR 600-100, chapter 2, prohibits the ARNG appointment as a commissioned officer of any person eligible for or receiving a pension, retainer pay or retired pay based on prior military service, except provided for in the above reference or as may be specifically authorized by the Secretary of the Army.

**1-12. Declaration of benefits received**

**and waivers**

**a. Entitlement.** ARNG soldiers are not entitled to Federal military pay and allowances for the same period they are in receipt of a pension, retainer pay, disability compensation, or retired pay from the U.S. Government by virtue of prior military or other uniformed service. However, applicants for appointment and enlistment, who are otherwise eligible under appointment and enlistment regulations, may elect to receive such benefits and waive their ARNG pay and allowances; or receive their ARNG pay and allowances and waive that portion of such benefits for the days or drill periods for which they receive Federal pay and allowances.

**b. Identification.** A DA Form 3053 (Declaration of Benefits Received and Waivers) or VA Form 29-8951-1 (NR) (Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances) will be completed by each officer or enlisted soldier claiming prior Federal military service upon entry, or reentry following a break in service, into the ARNG of the same or a different State, or from another service or component. As exceptions:

(1) Officers whose NGB Form 62 (Application for Federal Recognition) completed prior to the effective date of this regulation shows a negative benefits declaration statement in the remarks section, need not complete a DA Form 3053 or VA Form 29-8951-1 (NR).

(2) Enlisted soldiers whose DD Form 1966 series (Application for Enlistment Armed Forces of the United States) completed prior to the effective date of this Regulation shows a negative declaration in the entitlement to retired pay or disability benefits need not complete a DA Form 3053 or VA Form 29-8951-1 (NR).

**c. Waiver of benefits.** Any officer or enlisted soldier in receipt of retired benefits identified and enumerated above will also be required to complete a new DA Form 3053 on 1 October of each year for the fiscal year just beginning; when needed to supplement or change the waiver; or when needed to recover benefits previously waived. Once a declaration of receipt of VA benefits has been filed on VA Form 29-8951-1 (NR), the annual performance of all IDT and AD will be reported to the Department of Veterans Affairs (DVA) by DFAS-IN.DVA will make necessary adjustments to the soldier's VA compensation based on the data received from DFAS-IN.

**d. Effective period of waiver.** DVA waivers filed on VA Form 298951-1 (NR) remain in effect until superseded by a new form. The DA Form 3053 waiver for retired pay remains in effect for the fiscal year indicated therein. No additional retired pay declaration of waiver will be required upon reassignments or

transfer of an ARNG soldier during the same fiscal year within the same State.

**e. Commander's annual review of retired pay waiver.** An annual review of the pay account of each soldier eligible for retired pay who has elected to receive military pay and allowances will be made in October of each year for the prior fiscal year by the soldier's commander. Necessary adjustments to the waiver will be made by completion of the appropriate sections of the prior fiscal year's DA Form 3053. A listing of each day duty was performed, indicating type of duty (e.g., AD or IDT), will be certified and attached to the DA Form 3053 and forwarded with it to the appropriate office.

**f. Disposition.**

(1) A soldier receiving a DVA disability compensation or pension, or uniformed services retired pay or retainer pay will prepare a VA Form 29-8951-1(NR) or DA Form 3053, based on type of compensation to be waived. The waiver will be verified by the commander or organization personnel officer of the soldier's unit.

(2) The original VA Form 298951-1 (NR) prepared at the time of entry into the State ARNG, or a subsequent replacement form, or the original DA Form 3053 for each fiscal year, and the copy showing the annual review for the previous fiscal year, will be forwarded through the State MILPO to the office having jurisdiction over soldier's claim. One copy of the current fiscal year waiver and copies of the immediate prior fiscal year's annual review will be filed in the soldier's personal financial record (PFR). One copy of the current fiscal year waiver form will be sent to SIDPERS.

(3) Soldier's executing negative declarations will have the original DA Form 3053 or VA Form 29-8951-1 (NR) filed in their PFR. No copies are required for other offices.

**1-13. Basic allowance for quarters**

Entitlement to basic allowance for quarters (BAQ) will be determined in accordance with paragraph 80242, DODPM.

**1-14. Waiver of claims for erroneous payments of military pay and allowances**

a. Part 7, DODPM and chapter 60, AR 37-104-3 provides guidance for waiver of claims. When notifying soldiers of the right for waiver of claims for amounts erroneously paid, the language advising them of the right to apply for waiver of the claim may incorrectly convey the impression that the waiver is automatic because payment resulted from administrative error. The standard statement shown in paragraph 60-5, AR 37-104-3, will be used in all cases when advising soldiers of erroneous payments for

military pay and allowances, travel, transportation or relocation allowances.

b. The requirement to notify the individual of the right to apply for waiver consideration pertains only to claims resulting from administrative errors for military pay and allowances, travel, transportation and relocation allowances. It does not apply to other types of indebtedness not resulting from erroneous payments of the entitlements listed above. Care must be taken to identify the nature of the indebtedness before notifying the soldier in order to avoid any misunderstanding regarding waiver rights.

**1-15. Finance support**

a. AR 5-9 lists responsibilities for examination and disbursement functions. Exceptions must be approved in advance by CNGB.

b. USPFOs will perform the examination function for all ADAPS payrolls. Where the ADAPS payroll includes all data needed by the FAO to effect disbursement, the PFR copy (copy 4) of the MPV does not need to be forwarded to the FAO.

**1-16. Advance Pay**

Advance pay is only authorized when for limited specific conditions when the soldier is on full-time active duty under Title 10 or 32, U.S.C. The DODPM outlines those conditions where an advance pay is authorized.

**1-17. Casual pay**

When determined appropriate by State officials, casual pays for periods of not less than 7 days may be authorized by the State Adjutant General. ADAPS procedures outlined in NGB Pam 37-104-10 may be used for this purpose. The cooperation of the servicing FAO making the payments is necessary and coordination should be effected by the USPFO of the State concerned. additional staffing will not be authorized to routinely process multiple AT payrolls for periods of 17 days or less.

**1-18. Evidence of performance required - ADAPS payrolls**

Soldiers performing AD with the State are not authorized to be paid until a certificate of performance is received by the USPFO. The only exception to this rule is when checks are to be personally delivered by a duly appointed agent officer.

**1-19. Payments for military duty**

a. **IDT pay.** Payments will be made by electronic fund transfer (EFT) or treasury check mailed directly to the payee's designated financial institution as shown on their DA Form 3685 and SF 1199a. For those soldiers not on Sure-Pay, the check will be



mailed to the payee at the address designated by him/her on DA Form 3685. If the State Adjutant General approves the procedure of permitting payees to designate a National Guard facility as a check mailing address, the State Adjutant General must establish a written continuous receipt procedure. These procedures must ensure that any lost or stolen checks can be traced to the last holder.

**b. AGR, AD and travel claim payments.** Checks for these entitlements will not be mailed to National Guard facilities unless a class A agent is appointed to make delivery, or a continuous receipt procedure has been established as required in subparagraph a.

#### 1-20. SURE-PAY

Personnel enlisted, reenlisted or appointed in a State ARNG on or after 1 Oct 87 are required to have SURE-PAY for IDT, unless specifically exempted by the State Adjutant General. The soldier will sign a statement acknowledging this requirement as part of the enlistment/appointment packet.

**a.** Nonprior service soldiers must begin participation in SURE-PAY within 90 Days of completion of initial active duty training/initial entry training (IADT/IET) or OBC. Prior service soldiers must begin participation within 90 days of their latest enlistment, reenlistment or appointment.

**b.** ARNG soldiers whose duty status changes from IDT to AD (other than for AT, schools, or short tour Title 32 AD) or vice-versa must have SURE-PAY.

**c.** Soldiers having SURE-PAY may be reimbursed for overdraft charges incurred from their financial institution. Overdraft charges must be the direct result of the Government:

- (1) Crediting the incorrect account, or;
- (2) Crediting an erroneous amount to the account, or;
- (3) Crediting the account in an untimely manner.

**d.** State adjutants general should work with financial institutions to reverse overdraft charges.

**e.** In those instances where financial institutions will not reverse overdraft charges, the soldier may request reimbursement through the USPFO to DFAS-IN-JFA-F, Indianapolis, IN 46249-0001.

## Chapter 2 Inactive Duty Training

### 2-1. Inactive duty training status and pay

**a. Status.** A federally recognized officer or enlisted soldier is in an inactive duty training (IDT) status except when on:

- (1) Annual Training (AT) in a year-round training or unit training status (Title 10 or Title 32, U.S.C.).
- (2) AD (ADSW or ADT) in a Federal status (Title 10, U.S.C.).
- (3) AD (ADSW, ADT, or FTNGD) in a State status (Title 32, U.S.C.).
- (4) Authorized absence from duty (including constructive attendance).
- (5) Absent from duty without authority.

**b. Pay.** Entitlement to IDT pay will be determined in accordance with part eight, chapter 3, DODPM, NGR 680-1, NG Pamphlets 37-104-3 and 37-104-10, and this chapter.

### 2-2. Training Pay Category (TPC) "X" or "P" personnel

Non-prior service (NPS) non-high school graduates, those persons with a GED certificate and high school juniors can be authorized IDT pay for 12 IDT assemblies prior to entry on IADT/IET, whichever occurs first (TPC "X" personnel). All NPS high school graduates and high school seniors can be authorized IDT pay for 36 IDT assemblies, prior to attending IADT/IET, whichever comes first (TPC "P" personnel). Pay will automatically suspend at 12 IDT assemblies or 36 IDT assemblies respectively. Units must monitor the soldier's IDT performance to preclude actual attendance past the authorized period or number of IDT assemblies.

### 2-3. Split unit training assemblies

Procedures for authorizing and accounting for split unit training assemblies (SUTA) are outlined in NGRs 350-1 and 680-1.

**a.** Note that all portions of a unit performing a SUTA must complete performance within 30 days from the date of the first element performing for that IDT assembly (32 U.S.C. 502).

**b.** Soldiers in an AGR status may not perform a SUTA in lieu of a unit assembly conducted while they are, or were, in an AGR status - these soldiers must have been in an IDT status during both the scheduled unit assembly and the period of the SUTA.

## Chapter 3 Annual Training

### 3-1. Annual training pay

Annual training (AT) pay consists of military pay and allowances for the performance of AT as prescribed by NGR 350-1. Entitlement will be determined under part eight, chapter 2, DODPM, NGR 680-1, NG Pamphlets 37-104-3 and 37-104-10, and this chapter.

### 3-2. Computation of pay and allowances

**a. Period of duty.** The period of AT indicated on the training authority issued by the CNGB is the maximum authorized. The actual number of days of duty performed, excluding periods of absence of 24 hours or more, will be used as the basis for computing basic pay and allowances. Scheduled non-duty hours are not considered absences.

**b. Authorized absence on pass and leave.** AR 630-5 defines a pass as an authorized absence from post or place of duty for a relatively short time. Normally, passes will not be issued to ARNG soldiers during periods of AT. A special pass, not to exceed 72 hours, may be issued in unusual situations to alleviate personal hardship problems incident to military service. All leave during an AT period must be in a non-pay status.

**c. Authorized late reporting or early release.** When a soldier is authorized to report after the beginning of the AT period or is released from such training early, and Government transportation or transportation at Government expense is authorized, entitlement exists to pay and allowances for the authorized travel time as prescribed in the DODPM and JFTR, Volume 1.

### 3-3. Muster prior to payment

**a. All soldiers attending AT, either as a part of a unit or element, or as an individual, will be verified present (mustered) before receipt of pay. For the purposes of this regulation and to satisfy the legal requirement, the completion of the ADAPS unit personnel listing (UPL) and its certification by the unit commander accomplishes the attendance verification (muster). A copy of the unit's final AT DA Form 1379 (Unit Record of Reserve Training) will be submitted to the USPFO within 4 days following the last day of AT to support changes and supplemental payrolls. All soldiers assigned or attached for AT for one day or more will be shown on the unit's AT DA Form 1379 with explanatory remarks for each absence or constructive attendance as required by NGR 680-1. Soldiers performing year-round training will be shown on their unit's monthly DA Form 1379.**

**b. The unit's AT DA Form 1379 will be used to record the attendance of all personnel ordered to advance, rear, or other detachments authorized in support of AT. The certified ADAPS master listing will be given to the USPFO.**

**c. Soldiers released by competent authority from participation in AT before the close of the training period will be identified on appropriate orders. Remarks required by NGR 680-1 will be entered on the unit's AT DA Form 1379.**

### 3-4. Payrolls

**a. AT payrolls will be prepared by the USPFO military pay section utilizing ADAPS.**

**b. AT payrolls will be supported by copies of orders or other proper authority under which the training is being performed. The USPFO must have all supporting or substantiating documents as outlined in this regulation and NG Pamphlets 37-104-3 and 37-104-10 before forwarding the payroll to the servicing FAO.**

### 3-5. Method of payment

**a. In the interest of assuring that public funds are properly protected and safeguarded, payments for AT will normally be made by U.S. treasury check payable to the soldier. Payment by cash is authorized only if agreed to by the appropriate Army installation commander and State Adjutant General.**

**b. Arrangement for payment by check or cash disbursement will be made with the servicing FAO in sufficient advance time to allow for the preparation and processing of payrolls. Separate methods may be selected for each element performing AT at a different time or site; however only one method may be used for each payroll entity. Necessary assistance will be provided by the States when possible to assist the servicing FAO in providing the selected method of payment.**

**c. All public funds entrusted to agent officers will be protected as prescribed in current DA, NGB, and servicing FAO directives.**

**d. Normally only one check is authorized any period of AT of 17 days or less. Separate checks for advance and rear detachments may be authorized by the State Adjutant General.**

### 3-6. Delivery of pay checks

**a. General.** Checks may be delivered in bulk by the servicing FAO to the designated class A or class B agent officer, or mailed to an address selected by the soldier. The State Adjutant General may elect the

method of delivery to be made to units/detachments of his/ her State. All payments not made by check to the soldier's selected check mailing address will be made by check or cash directly to the soldier by an agent officer as defined in AR 37-103. Agent officers will comply with current DA, NGB, and servicing finance office directives. Receipt by the USPFO of a certificate of performance is required before checks are mailed.

**b. Bulk delivery of checks to a class B agent officer.** The USPFO or, when considered appropriate by the USPFO, other officers of the Army National Guard may be appointed as class B agents to the servicing FAO. Pay checks may be delivered in bulk by the servicing FAO to a designated class B agent officer for further distribution to class A agent officers. Class A agent officers will personally deliver the check to the payee.

**c. Delivery of checks in bulk to a unit officer.** A unit/detachment officer may be appointed as class A agent to the servicing FAO, or if appropriate to a class B agent officer, for the purpose of delivering the checks in person to the payees.

**d. Appointment of enlisted personnel as class A agents.** Statutes prohibit the appointment of enlisted personnel (except E7 and above finance NCOs) as class A agent officers. However, if no officers are assigned to the element attending AT, the senior enlisted person attending with the element may be authorized by the State Adjutant General to receipt for bulk delivery of checks as a third party in accordance with AR 37-103.

**e. Protection against loss by theft.** Checks in the possession of class A and class B agent officers will be adequately protected at all times. When not in their actual possession, checks will be stored in a safe or other appropriate locked container.

### 3-7. Payrolls for detachments

**a. AT advance detachments.** The period of additional days authorized for advance detachments will normally be included on the regular AT period. The State Adjutant General may elect to pay an advance detachment by separate payroll. In these instances the State Adjutant General will have the USPFO coordinate with the servicing FAO. When payrolls cover only the advance detachment duty, the soldier's assigned unit will clearly be shown on the MPV. The soldier will be paid for the actual period of AT on the regular unit/detachment payroll.

**b. AT rear detachments.** A separate payroll for each division or similar separate command rear detachment should normally be prepared covering the

period. However, with the concurrence of the State Adjutant General and the servicing FAO, rear detachment payrolls may be prepared on a lower level such as unit or organization. Each payroll will be annotated to show that it is for the AT rear detachment and will clearly identify the unit/ command to which it pertains. Each soldier's unit of assignment will be clearly shown on the individual MPV. Soldiers assigned to rear detachments will be paid for the regular AT period on their unit's regular AT payroll.

**c. Camp support detachments.** Payrolls for AT camp support detachments may be prepared covering their entire AT period. When desirable, support detachments authorized more than one AT period may be paid at the end of each calendar month. Each payroll will be annotated to show it is for a camp support detachment and the training site being supported. The unit of assignment will be clearly shown for each soldier on the MPV, together with the information that the soldier is assigned to a specific AT camp support detachment. Appropriate orders to support the period of duty for each soldier must be attached to these support detachment payrolls.

## Chapter 4

### Active duty, other than annual training

#### 4-1. Pay and allowances

All ARNG soldiers performing AD must meet the minimum qualifications for such duty as outlined in NGR 350-1 or other applicable NGB directives. Once ordered to duty and the duty is performed, entitlement to pay and allowances, and deductions for ARNG soldiers performing active duty, other than AT, will be determined under DODPM, part eight, chapter 2, and this chapter. (AT is covered in chapter 3 of this regulation.)

#### 4-2. Travel time

Allowable travel time for ARNG soldiers ordered to or released from AD will be determined in accordance with DODPM, part one, chapter 2, section E, and the JFTR (Vol 1). Unless specifically authorized in the orders format, the period shown on the orders will not include travel time - dates shown will be exclusive of allowable travel time.

#### 4-3. Orders

**a. Payment of entitlements** must be supported by competent orders prepared for each period of duty as prescribed in NGR 310-10. State Adjutants General will ensure that appropriate statutory authority and full accounting data for pay, allowances, and travel are indicated on each order to duty. The total number of days of lump sum leave paid the

soldier since 10 February 1976 must be included on all orders to duty for periods of 30 days or more.

**b.** All pertinent data required to make accurate entitlement computations will be furnished the servicing FAO. Some of these entitlement items are:

**(1)** Pay at rates prescribed in the DODPM special pay tables for commissioned officers in pay grades 0-1E, 0-2E, and 0-3E for officers with over 4 years active service as an enlisted soldier, warrant, officer, or a combination of such service.

**(2)** Special pay as a medical, dental, or veterinary officer.

**(3)** Incentive pay, specifying type and period.

**(4)** Payment of lump sum leave when the order to duty is for 30 days or more.

**(5)** BAQ.

**(6)** Basic allowance for subsistence (BAS) for enlisted personnel, specifying the type and period.

#### **4-4. Temporary duty**

When required and directed by the CNGB, temporary duty enroute to or from the soldier's AD duty station may be authorized.

#### **4-5. Personal financial records folder**

The PFR must accompany the soldier for all training duty periods of 30 days or more away from the soldier's parent unit. When an ARNG soldier will be paid by the unit of attachment, the PFR will be furnished to the unit of attachment. When the soldier is to be paid at the AD site, he/she will hand carry the updated PFR with them so required documents to support entitlements that cannot be substantiated by the order will be available for the paying FAO. In these instances, the PFR will not be given to the FAO - the soldier will be responsible for safeguarding it for return to his/her parent unit.

#### **4-6. Active duty pay and allowances in special circumstances**

**a. AD (ADSW, ADT, FTNGD) without pay.** ARNG soldiers who are authorized to participate in AD without pay under orders that provide for return to home (or place from which ordered to duty) are entitled, upon completion of such duty, to the allowances prescribed in the DODPM and JFTR (Vol 1).

**b. AD (ADSW, ADT, FTNGD) without pay or allowances.** ARNG soldiers authorized to participate in AD without pay or allowances are not entitled to the allowances prescribed in the DODPM and JFTR (Vol 1).

**c. Orders authorizing duty.** Orders authorizing duty must specifically state that the duty is either without pay or without pay and allowances.

Allowances will be presumed to be authorized by any ARNG order that does not specifically state "without allowances."

**d. Medical examinations.** ARNG soldiers required to perform travel away from their home station for the purpose of medical examinations are considered on ADSW without pay. This includes appearances before medical and physical evaluation boards as prescribed in the DODPM. These soldiers are entitled to the allowances prescribed in the DODPM and the JFTR (Vol 1) for travel to and from the medical facility. This paragraph does not prohibit payment of those soldiers otherwise entitled to continuation of active duty pay and allowances or incapacitation compensation due to an injury or disease incurred in line of duty.

#### **4-7. Payment for AD, other than AT**

Settlement of all AD (ADT, ADSW, FTNGD) pay and allowances due an ARNG soldier will normally be made as follows:

**a.** Duty of 7 days or less will normally be paid by the FAO furnishing finance service to the soldier's home unit.

**b.** Duty of 8 days or more will normally be paid by the AD site FAO.

**c.** AD at other than an Army installation will normally be paid by the FAO furnishing finance service to the soldier's home unit. Other arrangements may be made by the USPFO.

**d.** Soldiers ordered to AD for periods in excess of 179 days (exclusive of travel time) for other than attendance at, or participation in Army service school training programs will be accessed to JUMPS-AA.

**e.** In instances where paragraphs a and c apply, payments will normally be made by U.S. Treasury check mailed directly to the payee at an designated address. If the payee designates a National Guard facility as a check mailing address, the State Adjutant General must establish a continuous receipt system to ensure that any lost or stolen checks can be traced to the last holder as outlined in paragraph 1-15.

#### **4-8. Leave and pass policy**

AR 630-5 prescribes the Army leave and pass policy. ARNG soldiers performing AD will not normally be authorized passes when ordered to duty for less than 30 days. Scheduled non-duty hours are not considered leave or pass absences.

**Chapter 5****Active Guard and Reserve pay policy****5-1. Method of payment**

ARNG soldiers entering AGR status will be paid by JUMPS-AA. Entitlements are as outlined in the DODPM; payment procedures are prescribed in AR 37-104-3. The State SPMO will manage the AGR soldier's pay account through the servicing FAO prescribed by AR 5-9.

**5-2. Processing pay entitlements**

This regulation, together with NGR 600-5 and supporting NG pamphlets and user handbooks outlines the responsibilities and functions of the unit, MILPO, SPMO, and USPFO related to servicing AGR soldiers. The SPMO is the responsible office in each State to ensure that supporting documentation affecting the AGR soldier's pay is processed on a timely basis to the servicing FAO. SPMOs will ensure that all Leave and Earnings Statements (LES) are promptly delivered to the soldiers. The SPMO will verify entitlement data on the LES. NG (AR) Pamphlets 37-104-3 and 37-104-10 provide further guidance in managing these accounts. The provisions of AR 37-104-3 are applicable to all pay accounts being serviced by a FAO on JUMPS-AA.

**5-3. Leave**

AR 630-5 governs the Army leave and pass policy for military personnel. The SPMO is the responsible office in each State to ensure that the leave program is properly managed. The SPMO, as the focal point in each State for management of AGR soldiers, will coordinate with the servicing FAO to ensure that leave requests and other leave actions are processed accurately and in a timely manner.

**5-4. IDT split unit training**

Performance of split unit training assemblies for IDT unit assemblies performed while the soldier is/was in an AGR status is prohibited. (See paragraph 2-3.)

**5-5. Issuance of TDY orders for AT and periods of travel from home station**

**a.** A DD Form 1610, or orders using format 400, are required for each AGR officer or enlisted soldier attending AT with their assigned unit, or performing other duty away from the AGR soldier's permanent duty station. Unit rosters, training schedules or similar means are not adequate to accomplish this order. The DD Form 1610 or TDY orders can be group orders for each unit/battalion as long as all conditions of the order are equal, e.g., all soldiers are leaving from the same permanent duty station, going to the same TDY point for the same period of time. The TDY order should state, when appropriate, that group travel and the use of Government transporta-

tion is directed. TDY orders may authorize travel by POV when most advantageous to the Government (e.g., cost is less than Government furnished transportation/GTR), or the soldier may be authorized constructive travel with no additional cost to the Federal Government above the cost of Government furnished transportation or a GTR.

**b.** An AGR soldier has already been ordered to active duty at a given station. When the unit is ordered to AT, or the AGR soldier is directed to perform duty away from the permanent AGR duty station, the AGR soldier does not have a PCS move. The only way an AGR soldier can legitimately perform duty away from the station to which ordered to AGR is on a PCS or TDY order.

**c.** While AGR soldiers are required to participate with their parent unit on AT, they are NOT ordered to AT with their parent unit since they are already on active duty; they are ordered TDY to accompany their unit at a different location than that to which they were ordered to active duty (i.e., AGR duty). They are not included with the unit on the State's AT permanent order since this orders the unit from an IDT status to an active status at a different location (e.g., AT site).

**d.** AGR soldiers may also be authorized certain per diem status to and from the AT duty site on the same basis as their active component counterparts. States are NOT authorized to restrict or deny these Federal entitlements which are based on law, except as specifically authorized by the JFTR.

**Chapter 6****Incapacitation pay due to injury or disease in line of duty****6-1. Entitlement**

This chapter only pertains to pay entitlements authorized ARNG soldiers incapacitated due to injury or disease while on duty who will be authorized incapacitation pay.

**a.** Entitlement to incapacitation pay due to injury or disease is dependent upon an approved line of duty report.

**(1)** Pay entitlements will be determined in accordance with the DODPM, part 8, chapter 2, section F. All collections will be in accordance with DODPM, part eight, chapter 2, section G, and this chapter.

**(2)** Payments of incapacitation pay, when authorized, will be paid from disability and hospitalization funds allotted to the State. Responsibility for preparing payrolls and submitting the required statements and certificates to substantiate entitle-

ments will be as prescribed in paragraphs 4-7 and 6-7.

**b.** An ARNG soldier continued on active duty due to injury, disease, or awaiting determination of medical proceedings is governed by the appropriate NGB directives and ARs governing retention on active duty for medical treatment and determinations. Pay entitlements and procedures are covered under the chapter that pertains to the duty being performed at the time of the injury or date the disease was contracted. All pay entitlements for persons continued on active duty are chargeable to the accounts shown on the soldier's order to duty.

**6-2. Determination of entitlement to IDT pay and active duty pay and allowances after termination of the training period**

ARNG soldiers entitled to benefits authorized by DODPM, part eight, chapter 2, section F, will be paid their authorized IDT pay or AD pay and allowances, as appropriate, until termination of the prescribed training period (NG Pam 37-5).

**6-3. Pay status while on hospital leave**

When determined by hospital authorities to be in the best interests of the patient, or when due to overcrowded conditions in the hospital, and the condition of the patient permits, sick (convalescent) leave may be granted by the hospital authorities as provided in regulations governing the granting of sick (convalescent) leave to personnel of the Active Army under like conditions. The issuance of leave orders is not required when the soldier is hospitalized in a civilian or DVA hospital. For the purpose of incapacitation pay entitlements, the patient will be considered in a hospital status during all such periods until proper medical authorities release him/her from hospitalization.

**6-4. Outpatient care**

**a.** Soldiers requiring care or treatment that will be furnished in an outpatient status will obtain specific authorization, in advance, when the costs involved are to be paid from Federal funds. Such soldiers will not be placed in any type of duty status for periods of such treatment or care. Those soldiers who have previously been returned to normal military duty, or whose entitlement to incapacitation pay has ceased are not entitled to pay and allowances for periods of further treatment or care except as authorized by the DODPM. Return to normal duty is not construed to include those soldiers who are returned to a limited or restricted duty status. Incapacitation pay entitlement will be as authorized by DODPM, part 8, chapter 2.

**b.** Only necessary transportation to and from a Federal medical treatment facility may be provided for outpatient care in those cases:

**(1)** where a Federal facility is not available locally;

**(2)** where the cost of treatment at a local civilian treatment facility would exceed the cost of transportation; or

**(3)** when authorized to obtain a definitive medical diagnosis for reclassification or retention in the Army National Guard in connection with a disease or injury incurred by the soldier.

**c.** Necessary transportation is used herein means transportation in kind (Government conveyance, Government transportation request, or transportation procured by the Government); or in the event such transportation is not made available to the soldier, reimbursement for transportation expenses actually incurred, not to exceed the cost to the government had a similar mode of transportation had been furnished.

**6-5. Continuation pay for IADT/IET trainees**

Active duty continuation pay and allowances, as different from incapacitation pay, after release from IADT/ IET, when authorized, will be paid from disability and hospitalization funds allotted to the State. Responsibility for preparing payrolls and submitting required statements and certificates to substantiate entitlements will be as prescribed in paragraphs 4-7 and 6-7.

**6-6. Travel**

**a.** Entitlement upon termination of hospitalization, or for soldiers requiring hospitalization or rehospitalization after termination of training due to injury or disease incurred in line of duty, will be as prescribed in the JFTR (Vol 1).

**b.** Attendants may be authorized to accompany soldiers unable to perform travel alone. Travel of such attendants will be governed by the JFTR (Vol 1).

**6-7. Method of payment after termination of the training period**

Authorities shown below are responsible for paying an ARNG soldier hospitalized after termination of the training period when the soldier is entitled to incapacitation pay. When the payroll will be paid through the USPFO by the State's servicing FAO, a request to create an ADAPS payroll will be submitted to the USPFO to effect payment.

**a.** The commander of the Army hospital where the ARNG soldier is a patient.

**b.** An officer designated by the State Adjutant General if the soldier is hospitalized in other than an Army hospital.

**c.** Payment will be based on a certificate of hospitalization completed by the registrar or medical officer when hospitalization is furnished in other than Army Federal facilities. A verification statement by an officer designated by the State Adjutant General will be prepared when the soldier is hospitalized in any non-Federal facility.

#### **6-8. Certification of Incapacitation for military duty and/or loss of civilian occupation income**

**a.** Each request to the USPFO for an incapacitation payroll must be accompanied by the certification that the injury or disease has in fact incapacitated the soldier from performing his/her normal military and/or civilian duties, as outlined in DODPM, part 8, chapter 2, section F and NG Pam 37-5. Appropriate certificates and proof of loss of civilian income must be submitted as required by these references.

**b.** Payroll requests submitted to the USPFO without the required statements and certificates/substantiating documents cannot be processed for payment.

#### **6-9. Preparation of vouchers**

The NGB ADAPS will be utilized for preparing incapacitation payrolls.

#### **6-10. When submitted to Chief, National Guard Bureau**

Documentation must be sent to CNGB for approval of incapacitation pay when the period of incapacitation is expected to exceed 90 days and the State has not been given the authority for local determination and approval as outlined in NG Pam 37-5. States with authority to approve cases up to 6 months need not submit documentation to CNGB. HQDA must approve all authorization for incapacitation pay for any period exceeding 6 months. If authority for payment through the date shown on the payroll has not previously been granted by the appropriate approving authority, or there is doubt as to the propriety of payment the case must be forwarded to CNGB for action.

#### **6-11. Payments authorized and copies to be furnished to the National Guard Bureau**

No payments will be made for incapacitation for periods after the training period until a final line-of-duty status has been approved as required by NGR 600-3. When specifically requested, paid copies of each

payroll will be furnished to the National Guard Bureau.

#### **6-12. Serviceman's Group Life Insurance collections**

Payments of incapacitation pay are not subject to collection of Serviceman's Group Life Insurance (SGLI) premiums.

### **Chapter 7**

#### **Collections and stoppages**

##### **7-1. General**

The general provisions governing collections and stoppages are contained in part seven, chapters 4, 5, 6, and 7; and part eight, chapters 2 and 3, DODPM.

##### **7-2. Charges for lost, damaged, or destroyed property**

**a. Authority to enter charges.** Collections against Federal pay due or to become due ARNG soldiers for debts owed to the U.S. Government are authorized under the following circumstances:

(1) Collection initiated based on receipt of a report of survey showing final approval action for the Secretary of the Army.

(2) By acknowledgment of liability on the part of the soldier and the willingness to accept collection from his/her pay without a report of survey or other administrative action.

(3) Collection against the pay due an ARNG soldier whose whereabouts are unknown. This procedure must have been initiated and investigation completed before the soldier's separation from the ARNG of the State even though collection action is forwarded after the separation date.

**b. Input of collection.** Collection action, as authorized by part seven, DODPM, against the soldier's IDT pay account will be made as prescribed in NGB Pamphlets 37-104-3 and 37-104-10. AR 37-104-3 governs collection action for soldiers paid through JUMPS-AA.

##### **7-3. Liquidation of debts by installment**

Liquidation of indebtedness by installment, when authorized by part seven, DODPM, may be approved by the unit commander and the USPFO, provided the total debt is liquidated prior to the expiration of term of service for enlisted personnel or release date for officers. No installment may be initiated that would exceed two thirds of available pay scheduled to be due the soldier, except as specifically authorized by part seven, DODPM, or the soldier authorizes the increased collection in writing. Individual requests for installment settlement of a

debt that appear, based on the soldier's grade and circumstances, to require only token payments will be forwarded by the USPFO to the address shown in Note 1, Table 7-7-6, DODPM for approval. Pending receipt of an approved collection schedule, a minimum of 25 percent of available base, incentive, and special pay will be withheld to satisfy the debt.

### **7-3. Administrative detention of earned pay entitlements**

*a.* In addition to the procedures outlined in paragraph 7-2a, deductions from the pay of officers are allowed under 37 U.S.C. 1007 (a), (c), (e), (f), (g), and (h). Deductions from the pay of enlisted soldiers are allowed under 37 U.S.C. 1007 (b), (c), (d), (e), (h), and (i).

*b.* Deductions from, or the detention of earned pay entitlements pending the adjudication or establishment of an indebtedness is prohibited.

## **Chapter 8 Settlement of accounts of deceased soldiers**

### **8-1. General**

Pay and allowances due a deceased ARNG soldier constitute a claim against the U.S. Government.

### **8-2. Submission of claim**

Immediately upon receipt of official notice of the death of an ARNG soldier, the actions prescribed in NG (AR) Pamphlets 37-104-3 and 37-104-10 will be completed.

### **8-3. Claim for reimbursement for travel performed**

Claims for reimbursement for travel performed will be prepared on Travel Voucher (DD Form 1351 series) in accordance with AR 37-106 and the JFTR (Vol 1).

### **8-4. Death gratuity**

*a.* The electronically transmitted casualty report prescribed by AR 600-8-1, chapter 5, will be prepared by the servicing casualty area command (CAC), based on information furnished by the State Adjutant General, in those instances outlined in AR 600-8-1 chapter 12, section I. This report will be considered the official report of death for purposes of payment of the 6-month death gratuity. Casualty reports for non-duty deaths of ARNG soldiers will be prepared by the State Adjutant General as prescribed by AR 600-8-1, chapter 12, section II.

*b.* Immediate payment of the death gratuity (within 24 hours, if possible) will be made when the eligible beneficiary can be determined, and there is no doubt as to propriety of payment. (See part eight, DODPM.)

### **8-5. Serviceman's Group Life Insurance notification**

The notification to the SGLI office required to be made by the State Adjutant General will be accomplished as outlined in AR 600-8-1, chapter 12, within 15 working days following receipt of notification of death by the State Adjutant General. This notification will be accomplished before the soldier's PFR is forwarded to the DFAS-IN for settlement of the final deceased payroll.

### **8-6. Transmittal of final deceased payroll**

Only in exceptional cases, documented for the record by the State Adjutant General or his/her deputy, will a final deceased payroll be delayed in submission to DFAS-IN by more than 20 working days following receipt of notification of death by the State Adjutant General. Those cases delayed beyond this limit require a justification memorandum for record prepared with a copy submitted to NGB-ARC-J, Dept 210, DFAS-IN, Indianapolis, IN 46249-1701. A copy will also be included in the PFR submitted to DFAS-IN with the final deceased payroll.

## **Chapter 9**

### **Nonprior service trainees on initial active duty training/Initial entry training - Federal status**

#### **9-1. Nonprior service trainees**

*a.* ARNG soldiers may volunteer for and be ordered to ADT in a Federal status (Title 10, U.S.C.) for IADT/IET. While attending IET/IADT, these soldiers are entitled to the pay, allowances and benefits authorized in the DODPM, part eight, chapter 2.

*b.* ARNG soldiers are not authorized to make allotments of pay while in basic training. Soldiers ordered to a period of advanced individual training (AIT) in excess of 179 days may make allotments of their pay once they enter AIT. Allotments must be made in accordance with the provisions of the DODPM and AR 37-104-3.

#### **9-2. Retention beyond termination date of training duty orders**

Nonprior service personnel hospitalized and retained beyond the termination date of their orders for the purpose of completing medical treatment, a line of duty determination, or physical disability process-



ing, will be entitled to the same benefits as prescribed for other ARNG soldiers on active duty as outlined in chapter 4 of this regulation. A fund citation for continuation of pay and allowances will be obtained from the USPFO of the state concerned.

### **9-3. Medical care required after return to State control**

The provisions of chapter 6 of this regulation and NGR 40-3 apply.

## **Chapter 10**

### **Miscellaneous procedures and collections**

#### **10-1. Payment of officer's initial and AD uniform allowances**

**a.** Substantiating documents and certificates for payment of initial and AD officer uniform allowances will not be submitted until the officer has been granted permanent Federal recognition and appointed as a Reserve Officer of the Army. Temporary Federal recognition is not sufficient to support entitlement to uniform allowances. The payment of uniform allowances will be in accordance with the DODPM and NGB Pamphlets 37-104-3 and 37-104-10.

**b.** Officers being paid by a duty site FAO can be paid the initial and/or AD officer uniform allowances, as authorized in the officer's order to duty, as follows:

(1) The initial Reserve officer allowance immediately upon reporting for duty.

(2) The AD officer allowance immediately upon reporting, if the order specifies a period of duty of more than 90 days.

(3) The AD officer allowance upon completion of 90 days duty under an order that does not specify a definite period of time.

#### **10-2. Uniform maintenance Allowance**

The authority (37 U.S.C. 416 (a)) for payment of the Reserve officer uniform maintenance allowance was repealed by Congress, effective 29 Nov 89. A save pay provision provides for payment to an officer who became entitled to this allowance before the end of the one-year period beginning 29 November 1989.

#### **10-3 Disability severance pay**

Payrolls for ARNG soldiers entitled to disability severance pay will be processed in accordance with DODPM and AR 635-40.

#### **10-4. Payments or collections from accounts of soldiers transferred**

**a.** For soldiers transferred, enlisted or appointed in the ARNG of another State, a troop program unit of the USAR, or enlisted/appointed in an active component of the Armed Forces, forward the required documentation, and DD Form 139 as outlined in NG Pamphlets (AR) 37-104-3 and 37-104-10, to effect payment or collection.

**b.** If a payment is due a former ARNG soldier, re-assigned other than in subparagraph a above, the individual must submit a claim through the USPFO of the former State as outlined in NG Pamphlets (AR) 37-104-3 and 37-104-10.

**c.** To collect from a former soldier, reassigned other than as noted in subparagraph a, the unit will submit the required documentation through the USPFO to DFAS-IN, requesting collection action as outlined in NG Pamphlets (AR) 37-104-3 and 37-104-10.

#### **10-5 Federal and State Income and FICA tax withholding**

**a.** Federal and FICA tax will be withheld from pay entitlements due ARNG soldiers in accordance with DODPM, parts seven and eight.

**b.** State income taxes are not withheld at this time from JUMPS-RC pay entitlements.

**c.** Wage and tax statements, TD forms W-2, will be centrally prepared and issued by DFAS-IN reflecting all taxable military pay entitlements paid to ARNG soldiers, and showing all Federal, State, and FICA taxes withheld. A separate TD Form W-2 will be issued for accounts on JUMPS-AA and accounts on JUMPS-RC. JUMPS-RC payments and collections includes all IDT duty and all AD not paid through JUMPS-AA. JUMPS-AA includes all IADT/IET and AGR duty. Requests for all adjustments or corrections to totals shown on TD forms W2 will be prepared and submitted as prescribed in NG Pamphlets (AR) 37-104-3 and 37-104-10.

**By Order of the Secretary of the Army:**

**JOHN B. CONAWAY**  
**Lieutenant General, USAF**  
**Chief, National Guard Bureau**

**Official:**

**FRANK C. VAN FLEET**  
**Colonel, GS**  
**Executive, National Guard Bureau**

**Distribution: A**